

## **ASSISTANT CORRECTIONAL FOOD MANAGER (DOC)**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** 9/15 – 9/18/03

**Collective Bargaining Identification:** S15

**Job Analysis Conducted By:** Carol MacMillan, Personnel Examining Analyst,  
Personnel Examining Section

**Number of Incumbents:** There are 31 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated May 31, 2003.

**Names of the Subject Matter Expert(s) and their background:**

**Sue Summersett, Department Food Administrator, Headquarters**

Sue was a Food Administrator I (the equivalent of a Correctional Food Manager I) at California Youth Authority for seven years. She is currently the Departmental Food Administrator at Corrections.

**Albert Amaya, Correctional Food Manager II, Correctional Training Facility**

Albert has been the Correctional Food Manager II at Correctional Training Facility for over three years. He was also an Assistant Correctional Food Manager for seven years and has supervised them for three years as part of his current job.

**Larry Lewis, Correctional Food Manager II, California Men's Colony**

Larry has been the Correctional Food Manager II at California Men's Colony for ten years, and supervised Assistant Correctional Food Managers during two of those years.

**Clifford Smith, Correctional Food Manager II, Sierra Conservation Center**

Clifford has been the Correctional Food Manager II at Sierra Conservation Center for over two years and has supervised Assistant Correctional Food Managers for more than one year.

## **ASSISTANT CORRECTIONAL FOOD MANAGER (DOC) INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California Class Specifications
- State of Vermont Class Specifications
- State of Washington Class Specifications
- State of South Dakota Class Specifications